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~~CONFIDENTIAL~~

Chief, MI Division

14 December 1953

Chief, Finance Division

Travel Advances

25X1A REFERENCE: [REDACTED]

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1. Your memorandum of 1 December 1953, raises a question as to whether in carrying out the provisions of [REDACTED] dated 13 November 1953, this Division will give due consideration to an overall credit in a traveler's advance account due to operational or other expenses which he may have borne.

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2. If, in connection with the submittal of an accounting for an advance, in a case where the expenses claimed are not adequate to liquidate the full amount of the advance, the traveler will indicate any amounts he believes to be due him, Finance Division will take such amounts into consideration. Due to the wide variety of the types of advances and the varying requirements imposed with respect to the rendering of accountings, Finance Division cannot, however, undertake to review all accounts and all advances in which a traveler may be involved in connection with the submittal of each travel accounting in order to take possible credits from other sources into consideration. Any amounts found due the traveler as represented by such credits will, however, be promptly refunded to the employee.

3. The processing of deductions from payrolls to liquidate unaccounted for advances increases the costs to the Agency in processing accountings. We feel, therefore, that the provisions of regulations which require travelers to refund any unused portion of advances at the time accountings are rendered should be constantly emphasized to all employees.

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Distribution:

Orig. & 1 - Chief, MI

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1 - [REDACTED]

1 - Accounts Dr.

1 - [REDACTED]

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1 - Payroll & Payroll Dr.

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